



## 2016 – 2017 FEDERAL WORK-STUDY PROGRAM

Federal Work-Study (FWS) is a federally funded program that provides subsidized part-time employment opportunities to students with financial need. In order to be eligible for FWS, you must be enrolled at least half-time and have documented financial need. Your need is calculated and based on the information submitted on the Free Application for Federal Student Aid (FAFSA). FWS is an allotment of money that you may earn during the academic year and is intended to assist you in meeting the cost of education at UNCG. The FWS Program is an excellent opportunity to acquire many of the skills necessary for future careers and to earn money while you are in school.

**Accept or decline** your work-study award on **UNCGenie**. You may also complete the Financial Aid Response Form to decline awards. **The Financial Aid Office will cancel your FWS award if you have not accepted it within three (3) weeks of receiving your award notice.**

### TO ACCEPT OR DECLINE YOUR WORK-STUDY AWARD ONLINE

- Log onto UNCGenie ([www.uncg.edu](http://www.uncg.edu))
- Click on Enter Secure Area
- Click on Financial Aid
- Click on Award
- Click on Award by Aid Year
- Click on the Terms & Conditions Tab, read and accept
- Click on the Accept Award Offer Tab, Accept or Decline Work-Study\*

\*If you initially decline your award, there is no guarantee there will be work study funds available to you, should you want to add it back.

### FEDERAL WORK-STUDY FREQUENTLY ASKED QUESTIONS

#### **Can FWS be used to defer my bill or used for payment of tuition and fees?**

Yes. However, you must contact the Cashiers Office for further details.

#### **Do I get a check for the total amount of the award?**

No. To earn FWS you must have a federal work-study job. Once employed, you will receive monthly paychecks for hours worked. You are, however, limited to the award amount each semester. Once you reach that award amount, you must stop working.

#### **How many hours a week will I work?**

FWS students work an average of 8 hours per week depending on the rate of hourly pay. It is a UNCG policy that students cannot work more than 28 hours per week. Work schedules will be determined by your class schedule and the needs of the department. Typically, you will begin working during the first week of classes and cease work on the last day of classes. It is expected that you fulfill your obligation with a department for at least one full semester.

#### **Will I have to work during holidays and school breaks?**

No. FWS students are not required to work during breaks. Working during breaks is an option, but it is at the discretion of the department and the Financial Aid Office.

**Please review the instructions on the reverse side of this letter on how to find and apply for FWS positions. It is your responsibility to find a job. If you do not find a job within the first three (3) weeks of classes, your FWS award will be cancelled.**

## FEDERAL WORK-STUDY INFORMATION

All FWS positions are posted on-line via **SpartanCareers**. Follow the directions below to view job descriptions posted with more than 100 on-campus and off-campus community service positions. Be sure you will have transportation if you choose to apply for an off-campus, community service position.

### TO VIEW FEDERAL WORK-STUDY JOBS

#### BEFORE You Enroll at UNCG

1. Go to: <https://uncg-csm.symplicity.com/students/>
2. Use the following information to login:  
**Username:** fakestudent@uncg.edu  
**Password:** spartan6

#### AFTER you enroll at UNCG:

1. Go to the Career Services Website (<http://csc.uncg.edu/>)
2. Click on the Students Tab
3. Click the SpartanCareers logo in the Tool Box  
Use the following login credentials:  
Username: Your UNCG username  
Password: Your University password  
\*\*This should be the same as your iSpartan login.\*\*
4. If logging in for the first time, review and **complete your profile. (You will not have a profile if you are not yet enrolled.)**
5. Go to **“Job Search”** tab on the top tool bar.

### TO APPLY FOR A FWS JOB

1. Use the **“Position Type”** search box to find all work-study job listings.
2. Click any job title to view the description and job qualifications.
3. Follow the **“How to Apply”** instructions for each individual job posting.

Please note that the date jobs posted may not reflect their actual availability, so check every job that interests you – no matter how long ago it was posted.

#### \*\*\*\*IMPORTANT\*\*\*\*

If you choose to accept Federal Work Study, the Student Employment Office urges you to contact potential employers right away in order to receive consideration for those jobs you prefer. If you are an incoming freshman or transfer student, **be sure to schedule appointments to meet employers during the Summer Orientation Sessions (SOAR)**. Call or visit the Student Employment Office for further help in finding the best work experience for you. The SEO strongly encourages you to have your FWS job in place by the time classes begin. **To increase your chances of landing your first choice job, START NOW! Don't wait until after classes begin.**

#### I-9 Requirements

All employees must have the I-9 on file (authorization to work in the United States). If you plan to pursue a FWS job, we can complete your I-9 at the time you come to SOAR. Be sure to bring with you your **photo ID AND original Social Security Card**. Students can also bring an original birth certificate or certified copy in place of the SS card. An **unexpired USA Passport** can also be accepted. Photocopies of documents will not be accepted. Call the SEO (336-256-0403) if you have questions about the I-9 requirements.

The Student Employment Office  
#1 Elliott University Center  
(Inside the Career Services Center)